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9 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Review of Vital Records Program

1. This memorandum submits in paragraph eight a recommendation concerning the Agency Vital Records Program.

2. For some time I have felt that Agency components were not sufficiently concerned with their Vital Records selection and storage. Further, the lack of space at the Records Center prompted my predecessor to eliminate duplicate records storage by having bulky files serve the combined needs of Archives, Vital Records, and of some Inactive Office Records deposits.

3. My inquiries resulted in a paper by [] last December indicating other problem areas. I requested a more detailed analysis with interviews of records officers and the CIA Emergency Planning Officer.

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4. [] interviews stimulated the attached memo from Col. [] which:

- a. warns of the dangers in a neglected Emergency Program.
- b. specifies the command responsibilities for selection of emergency records.
- c. offers to write a memo for Agency distribution if we note any "diminution of effort" in our emergency Vital Materials Program.

5. [] survey stimulated a few offices (OPGI and OP) to complain to me about the danger of combining their documents for Archival and Vital Records use. The Chief of the Records Center insists the space saving is necessary and that the records are readily available although they are not all in one exclusive Vital Records Section. The Relocation Teams plan to work in that building. Last week [] installed 15 telephone jacks in the Records Center. If they work as planned, then [] is correct, the combined records would be available. But if the records are to be moved hastily in

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an emergency then this is a new consideration not in the existing plans and the consolidated records would take more time to locate and move than would segregated and duplicated collections.

25X1 6. [] study is attached for your information. His back-
ground review of the Agency Emergency Planning is interesting and
25X1 indicates our efforts since 1948 predate President Truman's Executive
25X1 Order of 1952. [] findings prompt him to question:

- a. Whether [] could operate in an emergency.
- b. Whether more equipment is needed for non-paper records.
- c. Whether the selected Vital Records are approved, adequate, or available.

25X1 7. [] recommendations are:

- a. Construct an underground Vault at Headquarters.
- b. Or, construct an underground Vault [] 25X1
- c. Coordinate Emergency Planning with Records Officers.
- d. Provide training on the Vital Records Program.
- e. Maintain a segregated Vital Records Collection.
- f. Improve Vital Records methods.
- g. Coordinate Schedules of Vital Records to be selected and stored.
- h. Sub-divide the Vital Records Collection for storage economy.
- i. Include Vital Records in Emergency Planning.
- j. Coordinate proposed changes in Schedules that effect users.
- k. Conduct annual on-site Emergency Relocation Tests.

25X1 8. Each of [] proposals are feasible and valid. The Vital
Records Program depends on the Agency Emergency policy and is contingent
upon the Records Center decision being considered by the Deputy Director
for Support. In light of the foregoing, I recommend:

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- a. The attached study should be provided to Mr. Bannerman and Mr. Coffey and added to the background on the overall Records Center proposals submitted to Mr. Coffey in our memorandum of 20 March 1968.
- b. The Emergency Planning Committee should be briefed by me or [redacted]
- c. The offer by [redacted] to write a circular letter on emergency needs should be accepted.
- d. Action on the Study recommendations a, b, and c will hinge upon the Agency solution to the records storage space problem and will be followed up at that time.
- e. The remaining eight recommendations should be sanctioned by Mr. Bannerman and the managers of the Emergency Planning Committee and Vital Records Program directed to proceed with their implementation.

[redacted]

CIA Records Administration Officer

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Attachments:

- 1. Emergency Planning Officer Memo
- 2. Vital Records Report, 2 April 1968

Distribution:

Orig. - Addressee

- 1 - [redacted] w/attachments
- 1 - Records Center w/attachments
- 1 - RAB ✓ with attachments

DDS/SSS/RAB [redacted] (9 Apr 1968)

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2 April 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Vital Materials and Records for Use During
an Emergency

25X1 1. [] of your staff has conferred with me regarding the current status of the procedure for keeping timely vital materials and records on file at the emergency relocation center []. Accordingly, I believe that this would be an appropriate time to review and restate the policy governing this procedure. 25X1

25X1 2. Today, as in the past, it is highly important to have up-to-the-minute documents and records materials available for use on short notice, or no notice at all, to the members of the Initial Emergency Relocation Force upon their arrival [] should enemy action necessitate the relocation of our headquarters there. The need for this requirement has not abated and will not abate unless and until all threats to the national security have been resolved.

25X1 3. Two basic steps are involved in achieving the level of sufficiency needed to fulfill this requirement. The first step is the selection of materials for deposit [] the second step is the maintenance of a system for the transmittal of the selected materials to [] and the withdrawal of such materials as they become obsolete. 25X1

25X1 4. The selection of the materials is necessarily a command responsibility which must be exercised under the authority of the Deputy Directors down through the channels of their respective Directorates. They, and they alone, have the means of determining what documents and materials would be needed by the members of their quotas of the Initial Emergency Relocation Force upon arrival [] for activation of the emergency headquarters. The process of keeping the materials timely is a constant one which should keep pace with affairs and conditions of the day.

5. The transmittal of the selected materials and the withdrawal of those which they supplant likewise must be carried on continuously. I understand that the records management officers of the various units are authorized to exercise this transmittal responsibility, once the materials have been selected by designated officials within their respective units.

25X1 6. I believe that it is important for all persons concerned with this process to understand and recognize the difference between the procedures and criteria involved in the selection and transmission of vital materials required for emergency use, and those used in the handling of the retired records and the archival materials [] for storage in the records center.

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Group 1
Excluded from automatic
downgrading and
declassification

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7. The very nature of the two species of materials indicates that they do not mix, and that each should be given the separate attention which it deserves. I firmly believe that the great importance of having the best and timeliest vital materials immediately at hand in useable form upon the occurrence of an emergency justifies whatever effort is needed.

8. If at any time you or members of your staff have reason to believe that any elements of our Agency have lost their awareness of the importance of careful selection and deposit of such materials, I would appreciate your bringing this to my attention. I do not, of course, have command authority to exact from anyone any particular standard of performance in this field, in addition to which, as I pointed out above, the heads of the operating elements are the people best qualified to assess their needs in this regard. However, as the staff officer charged with the responsibility for insuring continuity of our mission in time of emergency, I have a strong and abiding interest in the efficacy of our emergency vital materials program. If we were to become aware of any diminution of effort along this line, I would be glad to prepare and recommend for the signature of the Executive Director-Comptroller a memorandum for distribution through the Directorates, reiterating the basic policies discussed above.

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[Redacted Signature]

CIA Emergency Planning Officer

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[Redacted]

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GROUP 1
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downgrading and
declassification

2 APR 1956

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Vital Records Report

1. This paper is presented in answer to your request that I examine the Agency's current Vital Records Program and submit my recommendations for improvement.

2. Before I present my findings and list recommendations I feel that a brief history of our Program will show the importance of a "Total" Emergency Program. A "Survival" Program that will assure us of the simultaneous availability of People, Facilities (equipment), and Vital Records.

3. Executive Order 10346 (Exhibit A) issued by President Truman in April 1952 made it mandatory that each Federal Agency establish a program for maintaining the continuity of its essential operations during a period of emergency. It was very easy for us to comply with this as our "Vital Records Program" had its beginning in 1948 as part of the overall Agency Emergency Relocation Plan. This plan resulted in the selection and establishment of a relocation site presumed to be a safe distance from a critical target area (Washington). This was consistent with the then current policy for Evacuation of essential personnel and also in agreement with basic assumptions as prescribed by the Office of Civil Defense and Mobilization (Exhibit B).

4. We later learned that our Program was also consistent with the recommendations of the Task Force Report on Paperwork Management in the United States Government released in January 1955. This Task Force recommended that Agency relocation plans and vital records programs be closely coordinated (Exhibit C). Experience has shown us that such coordination is absolutely essential to the success of an Emergency Program.

5. In the earlier years of our Program we could have very likely carried on our essential emergency operations through evacuation of our emergency personnel [redacted]. However, since the issuance of these guidelines, as established by OCEM (Exhibit B), great scientific and technical advances have been made that imperil our present Emergency Program. The advent of the ICBM and the resulting effect of fallout coupled with reduction in warning time makes our present Emergency Program unrealistic. It is for this reason that I presented my previous paper (14 December 1957) concerned with the "Total" Emergency concept.

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6. The recommendations that I include result from ideas that I have had for some time and that have received additional impetus from my talks with Records Officers of the Agency. During this "Examination" I met and discussed Vital Records with the Agency's Emergency Planning Officer, the [redacted] Records Management Officers for DD/P and DD/T, as well as twelve (12) Records Officers representing offices of each of the four Directorates, representatives of Agency repository, and several others.

7. In each of these meetings I discussed Vital Records in the light of its importance as an essential aspect of a "Total" Emergency Program. Without exception, all persons that I contacted agreed that the Agency should review its "Total" Emergency Program.

8. It is my personal feeling that the main weakness appears to have resulted from a lessening of importance of the Program. For the first 10 years we had an excellent program. Our people were motivated because OSEM presented a realistic program. Participation in annual operation alerts generated interest among our people and provided us with the necessary information to permit an objective evaluation and implement necessary improvement of our Program.

9. There does not seem to be sufficient genuine interest and enthusiasm emanating from the Nation's Emergency Planning Officials at this time. It is very difficult to motivate workers if those responsible, OEP and NSA, cannot present a more realistic program.

10. I sincerely feel that the correction of this weakness would be helpful in improving the following additional weaknesses that I categorize under the appropriate aspect of a Total Program:

A. EMERGENCY RELOCATION

[redacted]

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B. EMERGENCY EQUIPMENT

THERE IS A DEFINITE LACK OF EQUIPMENT CONSIDERED ESSENTIAL TO THE CONVERSION OF NON-PAPER TYPE RECORDS INTO USABLE FORM AT THE TIME OF EMERGENCY.

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The fact that several offices have deposited magnetic tapes, halftone negatives, NPIC type film, etc., it is necessary that we have specialty type equipment capable of converting such information into readable form available at Relocation.

C. VITAL RECORDS

1. THERE IS GRAVE CONCERN ABOUT THE ADEQUACY OF VITAL RECORDS COVERAGE.

Many Agency Records Officers have indicated that they do not feel confident that they have selected all Vital Records necessary to carry out the emergency mission of their office. We can attribute this to the fact that most records officers have not been briefed in the Emergency mission of their respective offices and in some cases do not even know their Emergency Planning Officer.

2. IN MANY INSTANCES, ESPECIALLY IN THE ID/I AREA, THE VITAL RECORD AND ARCHIVAL RECORD ARE ONE AND THE SAME.

This consolidation or dual usage jeopardizes both programs. Responsibility for preservation of Archival Records is contained in Public Law 754 (Exhibit D) while Executive Order 10346 (Exhibit A) requires that we protect Vital Records. These are two separate programs and must be maintained separate and independent of one another.

3. CHANGES HAVE BEEN MADE IN VITAL RECORDS DEPOSIT SCHEDULES AND PROCEDURES THAT HAVE NOT BEEN FORMALLY APPROVED.

There have been changes made in Vital Records Deposits without the amending of current Vital Records Schedules.

11. In order that the above weaknesses may be corrected, I submit the following recommendations for your review:

A. CONSTRUCTION OF AN UNDERGROUND VAULT AT LANGLEY USING ONE HILL IMMEDIATELY BEHIND THE HEADQUARTERS BUILDING.

The protection afforded by the natural terrain, plus providing additional protection through lining the walls and ceilings with layers of concrete, lead, etc, should permit us to withstand an attack on our Nation's capital and protect against resulting fallout. The construction of this facility should provide sufficient space to accommodate a cadre of highly essential workers with minimum living quarters. In addition, equipment commensurate with the type of records and emergency office operation (ADP, EDP, Microfilm, photo interpretation, etc.) should be placed in this facility. Because of its proximity to our main building, this facility could be used productively in fulfillment of the day to day peace time operations of our Agency, thereby providing gainful utilization. A tunnel, linking the main building with this underground site would

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... us that our people, records, and equipment would be brought together at time of need (Exhibit F). In the event of a night attack we would at least have our night headquarters force, who should be trained to support our essential emergency operations.

B. IN THE EVENT THAT THE ENGINEERS RULE THE ABOVE OUT, I THEN RECOMMEND THE RELOCATING OF AN AGENCY OFFICE

C. ESTABLISH A BETTER LIAISON BETWEEN AGENCY EMERGENCY PLANNING OFFICERS AND RECORDS OFFICERS.

Records Officers cannot select Vital Records until they have been briefed in the Emergency Mission of their Office. Further, the Records Officer can be very helpful in informing his E.P.O. of the need for special equipment necessary to obtain maximum utilization of the relocated records. At the present time we have, at relocation, records essential to emergency operations that cannot be used because of the lack of special equipment.

D. PRESENT A VITAL RECORDS SEMINAR AS SOON AS PRACTICABLE.

This seminar would define the need for a Vital Records Program, describe the techniques employed, emphasize the need for teamwork, and stress the "Total" program concept. To obtain the maximum benefit from this seminar it is imperative that all Emergency Planning Officers attend with their respective Records Officers. I am certain that such a seminar will do much toward motivating all who attend.

E. UNTIL A "HARDENED SITE" AS DESCRIBED IN RECOMMENDATION A OR B CAN BE OBTAINED, MAINTAIN ALL VITAL RECORDS IN A SPECIAL AREA, SEPARATE AND DISTINCT FROM OTHER RECORDS.

A Vital Record must not serve as the record or archival copy. It must, in all instances, be an extra copy of an essential document set aside for use at time of emergency. To have a copy serve a dual purpose (Archival and Vital) jeopardizes both programs and continuation of this could prove very disastrous at the time of an emergency. I understand that dual useage was started as an economy measure. The savings realized represent false economy when compared with our possible inability to have the Vital Records immediately accessible at time of need. It is very possible that

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a situation may arise requiring that all Vital Records be moved to a more protective area. This question of moving Vital Records to a more protective location was an actual problem given this Agency during the 1956 Operation Alert.

This move could be very easily accomplished if the Vital Records were stored separately, but could prove chaotic if they had to be individually selected from the retired or archival records [redacted] or from those that have been moved to Suitland. In addition, this dual purpose could jeopardize our responsibility to preserve, for historical purposes, (not part of a Vital Records Program) those records that document the activities and operations of this Agency. This consolidation has caused concern to DD/I and DD/S&T offices.

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To illustrate the problems encountered in making one copy serve a dual purpose, I attach Exhibit E, an extract from my overall evaluation of the 1956 Operation Alert.

F. IMPROVE OUR METHOD OF RECORDING, FILING, AND MAINTAINING OUR VITAL RECORDS DEPOSITS.

With the consolidation of the Records Center and Vital Records Program many of the services necessary to an effective Vital Records Program were curtailed. The discontinuance of the Availability Register, reduction in EDP equipment, reduction in inter-filing, etc. In order that we may improve our services I believe that it is essential that permanent personnel be assigned to Vital Records Repository Operations. I further believe that these employees should be separate from any Records Center operations. To effectively correct this deficiency and to provide the Agency offices with current accounting of their resources and assure them that their Vital Records are current and accessible would require three (3) employees.

I am certain that the benefits to be gained would certainly justify the expenditure of salaries for three employees. At the present time it is necessary for certain offices to send employees [redacted] to interfile their Vital Records. In many cases this involves GS-13's.

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G. ALL VITAL RECORDS DEPOSIT SCHEDULES BE REVIEWED BY THE OFFICE HEAD, THE RESPECTIVE EMERGENCY PLANNING OFFICER, AND THE RECORDS OFFICER, BEFORE SUBMISSION TO THIS OFFICE FOR OUR REVIEW AND APPROVAL.

This should be accomplished as soon as practicable, following the Vital Records Seminar. This will also assist in achieving better liaison as defined in Recommendation "C".

H. SEPARATE VITAL RECORDS INTO TWO CATEGORIES: THOSE NEEDED FOR IMMEDIATE OR CONTINUED OPERATION; AND THOSE NEEDED FOR RECONSTRUCTION PURPOSES.

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This refinement in the selection of Vital Records could result in permitting the storage of those records not needed for immediate use in a more remote underground protective area. I feel that this decision must await the redefining of our various offices emergency missions.

I. THE VITAL RECORDS PROGRAM MANAGER SHOULD ATTEND EMERGENCY PLANNING MEETINGS.

As Vital Records is one of the essentials to a successful Emergency Program, it is imperative that I attend such meetings. I feel that if this was presently in effect we could have prevented some procedural changes that have caused deterioration in our Program.

J. ALL CHANGES AFFECTING VITAL RECORDS DEPOSIT SCHEDULES AND PROCEDURES BE APPROVED BY THE AGENCY VITAL RECORDS OFFICER.

There have been certain changes in the Vital Records Deposits that have caused considerable concern among Agency Vital Records Officers. Many times the depositing office is not the user of the record. It is therefore imperative that all proposed amendments to schedules and changes in procedures be reviewed and approved by the Agency Vital Records Officer who has overall knowledge of Vital Records Deposit Schedules.

K. CONDUCT ANNUAL RELOCATION TESTS TO DETERMINE THE ADEQUACY OF ALL RELOCATION FACILITIES AND VITAL RECORDS.

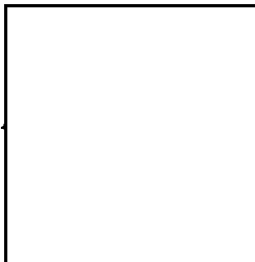
The optimum would be the reactivation of Operation Alerts, simultaneous relocating of all Government agencies, but if this can't be accomplished I recommend that we conduct our own Agency tests. There is no better way to evaluate our "Total" program than to attempt to operate with only the facilities and records that would be at our disposal at time of emergency. I am certain that such tests would provide us with much food for thought, and permit us the opportunity to critique our findings and implement improvement.

12. Because this whole Emergency Program must be considered an insurance program we must take immediate steps to assure that we obtain the maximum benefit from such a necessary program. Unlike other Records Programs it is not possible for us to show monetary benefits to be derived, but the benefits to be realized concern much higher stakes - the national security of our country.

13. I would appreciate the opportunity to discuss these views with you at your convenience.

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Attachments:
DP&Exhibits



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FEDERAL REGISTER

Saturday, April 19, 1952

EXECUTIVE ORDER 10346

Preparation by Federal Agencies of
Civil Defense Emergency Plans

Sec. 2. In addition to the plans required by section 1 hereof, each Federal department and agency shall prepare plans for maintaining the continuity of its essential functions at the seat of Government and elsewhere during the existence of a civil-defense emergency.

PROTECTING VITAL OPERATING RECORDS

General Services Administration
National Archives and Records Service
Office of Records Management

The Federal program has been based on certain ground rules that have been generally accepted as valid. These basic assumptions, which are applicable to State and local governments as well as to the Federal agencies, are seven in number:

1. That in the event of war the city of Washington will be a prime target for atom, hydrogen, or other bombing.
2. That other large metropolitan and industrial centers will be equally prime targets for atom, hydrogen, or other bombing.
3. That the entire concept of "protection" must be based on relative rather than on absolute safety, since probably no vault that is near or above the surface of the ground could withstand a direct hit by the most destructive bombs. Adequate underground storage facilities are not available in many areas.
4. That the need for duplication of records will vary according to the value of the record, the normal distribution of copies, and the relative safety of the places to which the copies are distributed.
5. That evacuation to a non-target area is the most practical means of providing protection, with the realization at the same time that the hitherto non-target area may become a target area as soon as the valuable material is moved into it.
6. That a calculated risk must be taken with regard to certain records of lesser value than those identified as vital records.
7. That each agency affected is responsible for planning and putting into effect action necessary to protect its records.

**On File GSA Release Instructions
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TASK FORCE REPORT ON
PAPERWORK MANAGEMENT

January 1955

APPENDIX I

DETAILED RECOMMENDATIONS

13. THE OFFICE OF DEFENSE MOBILIZATION, IN COOPERATION WITH THE GENERAL SERVICES ADMINISTRATION, COMPLETE A PROGRAM FOR THE PROTECTION OF VITAL RECORDS.

The proper functioning of the Government in time of emergency will depend on the survival and availability of vital records. The Office of Defense Mobilization should assure that agency relocation plans and vital records programs are closely coordinated. Agency reports on their vital records should be subject to a systematic, continuing review. Also, the program should be extended to principal offices outside the Washington area. Steps should be taken to insure that agency officials will know of the location of their vital records in times of emergency.

PUBLIC LAW 754 - 81st CONGRESS

CHAPTER 849 - 2d SESSION

RECORDS MANAGEMENT; AGENCY HEADS

"Sec. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder".

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REPORT ON OPERATION ALERT 1956

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8. Office of Basic Intelligence

- a. Deficiency - Coverage. Emergency reproduction of an NIS section would require full-time use of that section by OBI for a period of a week or more. Because the sections for which reproduction was necessary would in all likelihood be the same ones needed by the analysts at the Relocation Center, the one copy of each NIS now in the Vital Materials Repository would not, in most instances, be adequate to satisfy the conflicting demands.

Recommendation - It is planned to place another complete set of published NIS in the VM Repository, this set to be charged to and releasable only by OBI. This set, along with the negatives of half-tones and multi-color maps now deposited in VM, will provide this office with reproduction copy for all published NIS elements. OBI will then be able to carry out its responsibility to furnish multiple copies of the NIS in event of an emergency.

Action - OBI has already added the extra NIS to its current VM Schedule.

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CPYRGHT

THE WALL STREET JOURNAL

Wednesday, January 12, 1966

TAKING NO CHANCES

Shell Oil Moves Underground,
Hughes Disperses; Behind
the Door at Iron Mountain

L. E. Yont, president of National Storage Company,
Boyers, Pennsylvania says: "There isn't much
sense in a records protection system unless you
also have a place where the remainder of manage-
ment can pull a company together".

RE-DRAFT

JAN 14 1952

8. Vital Records Program: The purpose for which the Vital Records Program was created in 1952 by Executive Order No. 10346 was to ~~maintain~~ select and protect that core of records deemed necessary to ensure a continuity of essential activities during national emergencies. The first step, ~~the selection of records~~ prior to identifying those documents that are vital, is a realistic and detailed functional statement of the mission and responsibilities of each component under an emergency situation which requires relocation and operation with a fraction of normal manpower and facilities. Our efforts to obtain this basic guidance met with generalized responses to the effect that . . . "we would continue with what we are now doing but do less of it." Gradually the attention of component officers focused on their responsibility during emergencies of less than nuclear war. Soon they were using the Vital Records Program to provide themselves with back-up documentation as protection against office fire, flood, and riots as well as from accidental damage or loss of information on films and tapes. Consequently, our Program as it is now constituted does contain the required elements and is generally responsive to the related Executive Orders and GSA instructions for implementing Federal Vital Records Programs. The limitation of our Program is one of degree of completion due to the absence of some documents, special equipment, and operational material which is too expensive, difficult, or short lived to be provided only to lay idle in a non-hardened site but which would be essential to our continued operations in a major calamity.

In this re-examination of the Vital Records portion of our Emergency Plans we find that the Agency cannot expect to recover manpower or records storage space ~~manpower~~ through any alteration of the existing Plans.

a. The Records Center has assigned a man part-time to file and ~~man~~ retrieve Vital Records The 46 components ~~man~~ currently selecting Office documents and making deposits to the Vital Records Collection all have other major duties for the personnel doing that work on a periodic basis. Similarly Agency's Central Records Staff has many duties besides the review and approval of Vital Records Schedules and their revision. No positions could be dropped if we were to terminate our Vital Records/~~Program~~ because no individual is committed to it exclusively.

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b. Of the 9,200 cubic feet of Vital Records in storage as of 1 January 1970 it is estimated that only about 2,000 cubic feet could be destroyed if the Program was totally discontinued. The remaining 7,200 cubic feet of documents would have to be given a new overall title and retained as back-up material to be stored by the Agency somewhere for emergency recall. For example, the 3,300 cu. ft. of NPIC films and 3,000 cu. ft. of OBGI map negatives serve as both Vital Records and operational back-up. Likewise about two thirds of the CRS 1,100 cu. ft. of negatives back up the master photos ^{on file in} Headquarters ^{on file} (in a room next door to an office that had a fire a few months ago). The rest of the deposits are individually small and diverse. We could gain only 1,000 cu. ft. of space in the Records Center if we were to

Handwritten notes and calculations:
732
9200
366
3 | 1100
 3000
 732

 7032
 1300

the other
terminate all the holdings from/43 components of the Agency. *Handled
we suggest*
components concerned
They too would not permit destruction of these valuable documents and would recall most of them to their offices. Such an action would require about 200 additional safes (worth \$117,000) and over a thousand feet of Headquarters space to store those records. Further, if kept in the Offices these documents would not have even the limited protection ~~of~~ *afforded* dispersment and management might be harshly criticised if we were found without some back up records following an accident or emergency not of national enormity.

~~Information in this document is classified as Confidential~~
We recommend no change be made in the basic policy and procedures for scheduling and storing Vital Records. We believe there is room for improvement in the identification of Vital Records, ~~and~~ ^{Records Management Board} the Central Staff or / will be directed to challenge the Senior Records Management Officer in each Directorate to review and certify to the vital necessity of ^{those} ~~the~~ records from each of their components. Where possible back-up material without any emergency relationship will be reclassified for other storage facilities.

Inspector General / DCI

Audit Staff / DCI

Legislative Council / DCI

National Security Council / DCI

S A V A / DCI

Public Affairs / DCI

Historical staff / DCI

COMIREX / DDI

IAS / DDI

SIPS / DDS

CCI

OSP / DDS+T

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DRAFT

*was created
in 1952
by Ex. Order
10346*

8. Vital Records Program: The purpose ~~is~~ ^{for which} the Vital Records Program ~~is~~

was to protect that core of records deemed necessary to ensure ^a continuity of essential activities during national emergencies. Attachment B provides a summary of definitions, basic assumptions, and ~~Program~~ ^{for such a Federal emergency Program} elements. The first step in developing a viable Vital Records Program is not related to records at all but rather to a realistic and detailed functional statement by heads of Offices of the mission and responsibilities of each component under an emergency situation which requires relocation and operation with a fraction of normal manpower and facilities. Past efforts to obtain this basic guidance have met generalized responses to the effect that . . . "we would continue with what we are now doing but do less of it." Nevertheless, our Vital Records Program as it is now constituted does contain the required elements and is generally responsive to Executive Order 11093 and the GSA instructions on implementing Federal Vital Records Programs. *Our present Vital Records being stored are intended to protect against more than national emergencies and serve as back-up against work damage or fire and so forth.*

Our future Vital Records Program will directly reflect the policy of the Emergency Plans. If the Policy calls for a reduced Plan that is inactive but available for emergency activation the Vital Records will automatically become the same. Component officers ^{grow lax and} will not stimulate greater action on emergency *Agency management will be harshly criticized if we have no back up after an incident* records than exists for other emergency plans. Also we find the Vital Records differ from the Vital Equipment and other Emergency Materials, in that the Agency cannot expect any net storage space or manpower to be recovered as a result of the policy of a retrenched Emergency Plan. The manpower and space situation is:

a. At present the Records Center uses half of a man's time to file and retrieve material in and out of the Vital Records Collection

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The 46 components currently selecting Office material and making deposits to the Vital Records all have other major duties for the

Records Staff have recommended the elimination of Vital Records Schedules and their revisions. No manpower could be dropped as a result of the termination of the Vital Records Program.

- b. Of the 9,200 cu. ft. of Vital Records in storage on 1 January 1970 it is estimated that only about 2,000 cu. ft. could be destroyed if the Program was totally discontinued. The remaining 7,000 cu. ft. of documents would have to be retained ^{as insurance} and stored somewhere for Agency ^{recall and} use, regardless of what different ^{TITLE} ~~names~~ they might be ^{GIVEN} called. These records come from:

			Agencywide some
NPIC	3,347 cu. ft.	DDp/RID	415
OBGI	3,094 cu. ft.	DDS&T/OCS	283
CRS	1,108 cu. ft.	DCI/Cable Sec	159
	<u>7,549</u>	DDS/OTR	128
			<u>985</u>
			39 other components
			have deposited
			667 cu. ft.

We would gain only 1,600 cu. ft. of space in the Records Center if we terminate all the holdings from 43 components. They would not permit destruction of these valuable documents and would recall them to the offices. They would need 200 additional safes (worth \$117,000) and over a thousands ~~of~~ feet of office space to store those records at Headquarters.

Likewise, we feel the three DDI components could not destroy ^{that} ~~is~~ 7,500 cu. ft. *We believe it would be a mistake for management to order them to dispose of valuable back up collections as part of this proposed retrenchment.* It is recommended that the collection of Vital Records remaining after the

required review and certification of need be left in the Records Center and the existing Schedules left in force. In the announcement circulated to all components concerning the new policy and procedures for the Emergency Plans there should be a section concerning the procedures for Vital Records stating in effect:

Each component is responsible for its own Vital Records which it determines are necessary to meet any emergency condition. These documents may be stored in the Agency Records Center ~~or the component office~~ until required for emergency use. The component's responsibility includes identifying the type records needed for any emergency, scheduling the material for transfer to the emergency Relocation or storage site, selecting and transferring the Vital Records, and maintaining the preserved records in an orderly, current, state of readiness for emergency use. Only records actually intended for emergency use may be labeled and stored as Vital Records. (A similar statement of component responsibility for identification and storage of necessary emergency equipment and other material should be specified in the announcement.)

JAN 1970

ORIGINAL RECORDS

IN STORAGE

9,201

NPIC - 3,347
 OBG1 - 3,094
 CRS - 1,108

 7,549

7,549
 985
 402
 265

DDP/RID 415
 DDS+T/OCS 283
 DCI/Cable Sec. 159
 DDS/OTIR 128

 985

TOTAL 9,201

OSR 46
 EUR 46
 FE 54
 WH 52
 O/FIN 64
 O/PER 40
 OSI 29
 O/LOG 34
 SB 37

 402

AGENCY-WIDE
 30 OTHER COMPONENTS
 HAVE DEPOSITED
265 CU. FT.

WPIC
3,347

OBGL
3,094

LRS
1,108

7,549

RID/ODP - 415

Cable Stay - 159

O T R - 128

OCS 283

985

OSR 46

EUR 46

TE 54

WH 52

O/F 64

O/P 40

OSI 29

OL 34

SB 37

402

30 other
Components
have
deposited
the balance
of
265 on p. 7
of V.R.

7549
985
402

8936

965

7,549
985
402

265

9,201

STAT

Approved For Release 2006/05/24 : CIA-RDP72-00039R000100450004-6

Approved For Release 2006/05/24 : CIA-RDP72-00039R000100450004-6

With regard to the continued storage and updating of Vital Records the components of the Agency must be reminded of their responsibilities. The component officers are best situated and are the most logical individuals to identify and insure the adequacy, usability, and currency of the component's Vital Records Collection. Further, these officers are equally aware of the related equipment and operational material their component will need to utilize the records or to continue their operations in an emergency, whether limited or national. Therefore, it is suggested that when the revised Emergency Plans are established and the Directorates advised of the policies and procedures, there should be included a section reiterating the continuing personal responsibility the component officers have for personnel, records, equipment, and materials to meet any type of emergency requirement.

Handwritten: 16 Jan

8. Vital Records Program. The purpose of the Vital Records Program is to protect that core of records ~~is~~ deemed necessary to ensure continuity of essential activities during national emergencies. Attachment B provides a summary of definitions, basic assumptions, and program elements. The first step in developing a viable Vital Records Program is not related to records at all but rather a realistic and detailed functional statement by heads of offices of the mission and responsibilities of each component under a national emergency situation requiring ~~implem~~ ~~mentation~~ implementing, relocation and operating with a fraction of their normal manpower and facilities. All past efforts to obtain this basic guidance have met with similar generalized responses to the effect that . . . "we would continue with what we are now doing but do less of it." Nevertheless, our program as it is now constituted does contain all of the required program elements and is generally responsive to Executive Order 11093 (February 26, 1963) and the implementing instructions issued by General Services Administration on the Federal Vital Records Program.

FPMR 101—11

RECORDS MANAGEMENT HANDBOOK

managing emergency preparedness files

**FEDERAL
VITAL RECORDS
PROGRAM**

1968



GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
OFFICE OF FEDERAL RECORDS CENTERS

RECORDS MANAGEMENT HANDBOOK

Managing Emergency Preparedness Files

**FEDERAL
VITAL RECORDS
PROGRAM**

1968

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
OFFICE OF FEDERAL RECORDS CENTERS

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C., 20402 - Price 20 cents

RECORDS MANAGEMENT HANDBOOKS are developed by the National Archives and Records Service as technical guides to reducing and simplifying paperwork.

RECORDS MANAGEMENT HANDBOOKS:

Managing correspondence: <i>Plain Letters</i>	1955	47 p.
Managing correspondence: <i>Form Letters</i>	1954	33 p.
Managing correspondence: <i>Guide Letters</i>	1955	23 p.
Managing forms: <i>Forms Analysis</i>	1960	62 p.
Managing forms: <i>Forms Design</i>	1960	89 p.
Managing mail: <i>Agency Mail Operations</i>	1957	47 p.
Managing current files: <i>Files Operations</i>	1964	76 p.
Managing current files: <i>File Stations</i>	1968	52 p.
Managing current files: <i>Subject Filing</i>	1966	40 p.
Managing noncurrent files: <i>Applying Records Schedules</i>	1961	23 p.
Managing noncurrent files: <i>Federal Records Centers</i> .	1967	39 p.
Mechanizing paperwork: <i>Source Data Automation</i> ...	1965	78 p.
Mechanizing paperwork: <i>Source Data Automation Equipment Guide</i>	1962	120 p.
Mechanizing paperwork: <i>Source Data Automation Systems</i>	1963	183 p.
General: <i>Bibliography for Records Managers</i>	1965	58 p.
General: <i>Copying Equipment</i>	1966	82 p.

FOREWORD

To put the Federal vital records program in its proper perspective, it must be remembered that its entire purpose is to protect that core of records (information) deemed necessary to ensure continuity of essential Governmental activities during and following national emergency conditions, including a possible enemy nuclear attack upon the United States.

The continuity of Government program was initiated on the Federal level by Executive Order 10346 of April 17, 1952. Under this order each Federal department and agency was made responsible for placing itself as soon as possible in such a position that it could carry out its essential functions in an emergency.

The continuity of Government program includes, among other things, the development and maintenance of a program for the protection of vital records so that such records would be available at the time and place where they would be needed.

Leadership and coordination for overall emergency preparedness resides in the Office of Emergency Planning, acting on behalf of the President. Section 304 of Executive Order 11051 of September 27, 1962, specifies that OEP shall develop policies and plans to assure the continuity of essential Federal Government activities through a variety of programs providing, among other things, for safekeeping of essential records.

Emergency preparedness responsibilities of the General Services Administration in the area of records management are set forth in Executive Order 11093 of February 26, 1963. Section 2(e) of this order directs GSA to "provide instructions and advice on appraisal, selection, preservation, arrangement, reference, reproduction, storage and salvage of essential records needed for the operation of the Federal Government after attack, on an emergency basis including a decentralized system."

Designed to assist Federal records officers, defense coordinators, and others concerned with emergency preparedness, this handbook suggests some of the factors and methods that should be considered in developing and operating vital records protection programs. It supersedes the 1958 edition of the GSA Records Management Handbook entitled "Protecting Vital Operating Records."

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1. DEFINITIONS AND BASIC ASSUMPTIONS

As part of planning for national survival, the vital records program augments related emergency preparedness programs assigned by law or executive order to virtually every department and agency of the Federal Government.

To achieve optimum status of the program on a continuing Government-wide basis, each Federal executive department and agency is responsible for selecting and safeguarding that body of information which would be most useful to its own essential emergency and recovery functions. This means that each must establish and maintain its own vital records program.

Let's start by providing some definitions of terms.

Vital Records

This term is synonymous with "essential records," "emergency preparedness records," "indispensable records," "relocation records," and several other terms denoting records vital to facilitating continuity of Government activities under national emergency conditions.

Emergency Operating Records

This category of vital records relates to the essential functions of the Government for the duration of an emergency if this country is attacked, and comprises organization and manning records (readiness) as well as substantive and procedural records basic to implementation of emergency operations. They are the records that would be needed immediately, that should normally be prepositioned at emergency alternate or relocation sites, and that should normally be in the form of paper copies so that they could be used (read) directly without reliance on enlarging or other equipment. Protection of this category is of prime importance. Such records include those necessary to:

1. The military effort of the Nation—the operation of the Armed Forces;
2. The mobilization and protection of the material and manpower resources of the Nation;
3. The maintenance of public health, safety, and order; the conduct of essential civil defense activities.

Rights and Interests Records

This category of vital records relates to the preservation of rights and interests of individual citizens and of the Government. They need not necessarily be kept at alternate sites, as they would not normally be needed immediately,

nor need they be kept in readable paper form.

The central theme of this handbook is that a formal vital records program, reflecting top management support, is needed within each Federal executive department and agency to fulfill this aspect of emergency preparedness. It should be designed to achieve optimum capability in this area within budgetary limitations.

The cost and complexity of work that would ensure the availability of every document that might be needed would be prohibitive. It is particularly important that the program be kept on a practical basis because:

1. It is an essential part of the preparedness program designed to ensure the continuity of Government under the most adverse circumstances. Overall preparedness will be found wanting to the extent that necessary information is not available when it is most needed;
2. There is every reason to expect that this program must be kept current for an indefinite period of time. If it is overly elaborate, cumbersome, or costly, inevitably it will not be kept up. The procedures for ensuring that vital records will be available must be made routine.

The Federal program herein set forth is based on certain ground rules that have been generally accepted as valid. These basic assumptions, applicable to State and local governments and industry as well, are that:

1. The best and most accessible storage space available, in terms of possible nuclear attack, should be used to safeguard vital records. Consideration should also be given to use of the best available equipment when dispersion is used as a key protective measure;
2. The need for duplication of records varies according to the value of the records, the normal distribution of copies, and the relative safety of the places to which the copies are distributed;
3. Providing special alternate sites for emergency operations in non-target areas is perhaps the most practical means of providing protection, with the realization at the same time that the hitherto nontarget areas may become targets as soon

as valuable material is moved into them;

4. A calculated risk must be taken with regard to certain records of lesser value than those identified as vital records; and

5. Each Federal executive depart-

ment and agency affected is responsible for planning and putting into effect action necessary to protect its own vital records. The department or agency actions necessary to establish and maintain a vital records program are depicted in figure 1.

PROGRAM ELEMENTS

1. Delegate agencywide program responsibility to a headquarters official, and designate a network of liaison officers to implement the program in the field;

2. Develop basic principles and guidelines to be followed, covering elements such as program responsibilities, location of operations (concentrated or dispersed), and records to be safeguarded;

3. Develop and issue to agency officials involved an establishment directive outlining plans for unified management of the program, including guidelines and procedures for the selection, collection, inventorying, transferring, protecting, and otherwise maintaining the vital records;

4. Preposition the vital records at operational or other safe locations, providing any necessary equipment to use machine-coded or micro-filmed records; and

5. Indoctrinate all agency personnel concerned with maintenance and operation of the vital records program.

Figure 1. Program Elements for Vital Records

2. WHAT RECORDS ARE VITAL?

Standards for identifying the vital records of a department or agency cannot be established except in very general terms.

The key to identifying the records in the emergency operating category, already defined, is obvious. Essentially only records necessary to the conduct of emergency functions of a substantive nature are involved, although those covering organization, assignment of specific responsibilities and duties, delegation of authority, succession to command, and related emergency readiness matters are included. However, the determination as to whether or not a given record is vital and which category it fits is often a difficult decision to make. Certain records may fall within both the emergency operating and rights and interests categories.

Much of what most employees do from day to day would not be done in an emergency. Everyone tends quite often to forget this, and it is necessary constantly to remind ourselves.

Normally in identifying the vital records of a department or agency either one of two approaches can be used:

1. A complete inventory is compiled, showing all records touching on emergency functions, and then a selection is made from them of the records to be safeguarded; or

2. A careful study is made of how functions would be carried out under emergency conditions, and then on the basis of such a study a listing is made of what records would be required.

In either case the only practical way to determine the completeness of the selection is through a test under simulated emergency conditions.

The first of these alternatives might at a glance seem the surer, but that is not always true. In using the inventory method alone, there is a tendency to earmark entire series of records for duplicating although actually only a few papers in the file are essential.

The difficulty in the second method is, of course, obvious. It is difficult enough to imagine the conditions under which emergency functions would be carried out because we are too used to telephones, files, easy trans-

portation, and consultation. It is even more difficult to imagine what records would be vital in carrying out the work to be done under emergency conditions.

It cannot be overemphasized that in identifying vital records the records themselves must be evaluated only in regard to their essentiality in carrying out emergency functions or in protecting rights or interests. The person making the selection is not concerned with the archival or research value of the files. Many records currently being safeguarded have no lasting value, but their value at the onset of an emergency can hardly be questioned.

Lists or payrolls of persons receiving pensions are not of much enduring value after the statutory period for claims has run. Nevertheless, these records would be vital in maintaining or reestablishing the flow of cash through the economic system of the country in the event of an emergency.

On the other hand, experience has indicated that certain personnel are so familiar with existing problem areas and carry so much program knowledge in their heads that they have not given sufficient attention to records which should be at the relocation site. They overlook the twin facts that in time of emergency they themselves may not reach the relocation site, and that people not so well acquainted with their activities may have to take over. Records at the site should be usable by others.

In identifying vital records, as might be expected, there are a few types that almost every department or agency evaluates in about the same way:

General Management Records

Vital records include statements of mission in an emergency, plans and programs for carrying out this mission, statements of delegations of authority and of succession to command, any predrafted regulations or announcements to be issued immediately upon the onset of an emergency, action programs that may have been drafted in skeleton form, information as to the whereabouts of vital records, information about agency personnel, property, and activities sufficient to provide a basis for damage assessments, and similar information on essential emergency functions. Copies of basic legislation, regulations, and procedures are often included, even though many of these would be rendered at least temporarily inoperative in an emergency.

Personnel Records

Among the personnel records most frequently designated as vital, in addition to lists of key employees assigned emergency duties, are

rosters of employees (often in the form of a telephone directory or a copy of the payroll) and rosters of employees' skills that might be useful during and following an emergency. Of prime importance, of course, in time of emergency would be information as to which employees were available for duty and which were casualties, but such information must be obtained through a prearranged reporting system rather than through storage or security copies of records.

Legal Rights Records

In general a distinction has been drawn between records that support legal rights which might be reestablished through affidavit and which are well known to those involved, and records of legal rights maintained by the Federal Government as the statutory office of record, particularly if it is unrealistic to expect those involved to know the details of the records.

Real estate titles, for example, have in the past been reestablished after loss of records, and usually departments and agencies know what real estate the Government owns. Furthermore, there are inventories of Federal land holdings, with copies dispersed in various locations. Finally, the Federal Government is not the office of record for real estate titles; they are registered in local court houses, many of which would almost certainly escape relatively unharmed in an emergency. For these reasons Federal agencies have not tried to safeguard title papers to federally-owned land. Affidavits and other records that might survive an emergency should be sufficient to reestablish title.

Where the Federal Government is the office of record for legal rights—citizenship, for example—it has a primary responsibility for their protection. Few people know the amount of their equity in retirement funds, so the necessary records to protect this equity have been safeguarded. Most Federal departments and agencies have also taken steps to protect the rights of their employees to earned leave and to pay due them through safeguarding copies of periodic payrolls and key leave records.

Fiscal Records

There has been no effort to provide vital record copies of all the fiscal records of the Government simply because it would be too unwieldy and expensive.

Most departments and agencies have safeguarded copies of periodic summaries of their financial status, records of significant amounts of money due to the Government, and records of certain debts owed by the Government. For the most part, however, no effort has been

made to safeguard copies of all fiscal records relating to procurement; it is up to the seller to preserve what he might need to prove his claim.

On the other hand, the Government tries to safeguard a record of loans it has made in order to collect, if collection would be possible after an emergency. In its handling of fiscal records the same factors and motivation prevail in the Federal Government as in state and local governments and in private industry. Owing to differences in the respective missions of Government and private industry, however, different records are chosen.

Industrial Records

The Federal Government operates many kinds of industrial establishments, and in such establishments the key records are the same as are to be found in private industry.

Engineering drawings, explanations of complex industrial processes, lists of suppliers of items and materials not everywhere available, and similar records are carefully safeguarded.

Assigned Mission Records

In determining what are indispensable records of activities peculiar to individual departments and agencies, each must of course make its own decision in the light of the emergency mission for which it is responsible. The records designated will be greatly influenced, however, by whether the emergency mission is simply a continuation of a normal peacetime program or is instead a completely or nearly completely new program, such as price control, which is not a normal function.

If the emergency mission represents continuation of a normal program, copies of those rec-

ords that show the current status of the program should be safeguarded.

Records showing the location of stocks of medical and other supplies may be of the utmost importance; records of building construction and of public utility systems may be essential for repair and rescue work as well as for determining the relative safety of structures still standing.

Basically, departments and agencies will want to provide vital record copies of summary information needed to continue and expand going programs.

On the other hand, if the emergency mission, or a part of it, consists of the administration of a program not a part of normal Government functions, background material as to how the work was done in previous emergencies, or how it should be done, should be safeguarded.

A small stock of forms used to accomplish the mission, reports required, regulations, procedures, and, particularly, critical evaluations of the success of comparable predecessor programs, would be vital.

Such materials may often be available in printed or published form rather than as manuscripts. Regardless of form, they will be all important in getting the program off to a fast and effective start.

There are additional problems in correlating the selection of vital records by central offices and field offices of agencies. As a rule, there is no need to safeguard the same information from both places. If a pension roll is being safeguarded centrally, field offices need not protect the same information at each field location. On the other hand, a certain amount of duplicate information is required at central offices and field offices.

3. METHODS FOR PROVIDING VITAL RECORD COPIES

Most often vital records are maintained as duplicate copies. The methods employed to protect vital records vary from department to department and from agency to agency, but essentially they involve combinations of four expedients:

Reliance on Existing Duplicates at Other Locations

Almost all departments and agencies rely to some extent on duplicate sets of documents already on file at separate locations within their own organization, in other agencies, or

even in non-governmental institutions to which they would have access in time of emergency. These documents are regularly added to as a part of everyday business. This has been termed "built in dispersal." In some instances the whereabouts of these duplicates is well known; usually field offices have copies of all of an agency's directives, regulations, organization charts, and the like. In other instances only a handful of employees are even vaguely aware of the existence of the program for the protection of vital records, and therefore only that handful have even thought in terms of the existence and preservation of duplicates in field office files.

Provision of Duplicates for Storage at Another Location

In most instances duplicates are assembled specifically for storage in emergency alternate or relocation sites, or at other security locations. This has been called "improvised dispersal." The volume of these records normally is not such as to create a space problem. Such duplicates are usually prepared simultaneously with other records in regular day-to-day operations for periodic transfer to security storage.

Provision for Copies of Existing Records

Many departments and agencies have undertaken programs for making copies of existing records, either because there are existing accumulations of vital records of which no extra copies are available or because the nature of the record makes it impracticable to create it in multiple copies. Examples of the first type of records are construction drawings for public utilities constructed in the past; examples of the second are records of certain loans.

Copies are made by various methods, depending on the quantity of records to be copied and on the nature of the record. Conventional office copiers are now extensively used, but microfilm has been the most used method for reproducing existing files. Some Federal agencies have used their own cameras or have arranged for the General Service Administration to do the filming on a cost reimbursable basis, whereas others have contracted with commercial companies that are equipped to do the job.

When the vital records program was first initiated it was necessary to microfilm significant quantities of existing records to provide the copies for security storage. As time has passed, provision has been made for providing extra copies at the time records are created, and microfilm has been used less. There are at least three reasons for this decline:

1. Microfilming is more costly normally than providing an extra copy at the time the record is created;
2. Microfilm is relatively difficult to use, and in an emergency there might be real difficulty in providing necessary readers or reader-printers;
3. As long as the images are on a single reel of microfilm, only one person can use the reel at a time.

In certain circumstances, however, microfilming has merit in providing vital record copies. It can be done relatively quickly, it presents a minimum storage problem at the alternate or relocation site, and it is usually less costly than other reproduction processes where reproduction of existing documents is necessary. When vital records are maintained in machine-coded form, as for example on magnetic tape or on punched cards, consideration should be given to providing equipment for using the coded information. Stored records so coded also should be accompanied by a copy of the program or other information necessary to use them.

Evacuation of Official Files to Relatively Safe Locations

Evacuation of vital records to a safe location is feasible when they are referred to very seldom, or when, after their immediate administrative purpose has been served, they will not be needed for a predictable or relatively long period of time. It may also be practicable when the emergency relocation site is in the immediate vicinity.

The particular method used in ensuring the availability of records depends on what records are to be available, to what extent their dispersal has been accomplished through normal procedures, and the relative costs of providing protection through the several available methods.

4. MECHANICS OF PROTECTING VITAL RECORDS

After vital records have been identified and decisions made as to the best method of providing copies of them, the next question that arises is, where should they be stored.

For storage purposes, a distinction may be made between the two categories of vital records:

1. Records that are "vital to the essential functions of the Federal Government for the duration of an emergency if this country is attacked" should be available at the department or agency relocation sites.

These are the emergency operating records.

2. Records that are essential to the preservation of rights and interests of individual citizens and of the Government require special protection but need not be at relocation sites. The sites chosen for such records should be relatively safe, but often these records are voluminous and it may be impracticable to keep them at relocation sites.

Records that should be at the relocation site need not necessarily be stored within the same facility but they must be accessible to it under emergency conditions. Records that would be needed in West Virginia should not be stored in North Dakota. Transportation and communication facilities would be at a premium during an emergency, and they should not be used in transporting or transmitting records that could have been stored at a more accessible location.

Many commercial companies have either built special repositories in sparsely populated areas or have rented space in one of the several commercially-operated vaults in abandoned mines or tunnels. For the most part the Federal agencies have not gone into commercial space. Rather they store their vital records at conveniently located emergency relocation sites, often underground, designed to protect against almost any force except direct nuclear blast. The hazard of radiological fallout requires adequate shielding of those records required during the first few days.

Another element in the choice of location must be the storage facilities that are available or can be made available. Certain stored documents are likely to be security classified, so at least some of the space or equipment that is used should be approved by the agency security officer for storage of documents of the specified degree or classification.

Continued maintenance of the vital records is more dependent on the care taken in labelling and shipping the files than on the space and equipment.

There are many factors to be considered in this apparently simple operation, some of which are not so simple in fact:

Point of Collection

There must be a clear-cut determination as to the organizational levels at which vital records will be collected, packaged, and organized at the storage point. In large Federal agencies this may be at the bureau level, with subpoints within the bureau; in other cases it may be at the branch or section level. In any event, there must be a specific person responsible for seeing that the records of a given unit or group of units are collected and forwarded, and the records almost inevitably must be organized at the storage site in accordance with the units forwarding them. Only in this way can all the vital records be made available promptly to the unit responsible for a given function in an emergency. If all the records of a department or agency are intermixed, there may be a major segregation job before any emergency activities can begin.

Packaging

Records should be placed in appropriate folders, envelopes, or bundles small enough to handle easily. In the case of security-classified materials, the envelopes or bundles should be of such size that they will fit into legal or letter size safe-type file equipment or on shelves in a vault area. In addition, records of only one organizational unit should be in the same envelope, folder, package, or carton, and all of the records in a given file unit should be disposable at the same time. Many agencies provide that employees stationed regularly at the relocation site are not permitted to open an envelope, folder, or bundle, so that records which are to be replaced quarterly, semi-annually, or at some other period should not be in the same bundle with records not replaceable at the same intervals.

Marking and Numbering Packages

Each package must be marked and numbered so that it can easily be identified. Preprinted labels are available that, when the blank spaces are filled in, give all the information necessary for handling the materials (see figure 2). The information provided on the labels is keyed to an inventory which gives complete information.

Inventory or Master List

Usually each collecting point is responsible for preparing an inventory of the records to be stored, and provision is made for checking the inventory at least semiannually. Copies of the inventory are retained by the collecting point, by the person responsible for the program in the agency, and at the relocation site. In the system used by the General Services Administration, this inventory is the key to using the records. The item number on the package labels simply refers to a number on the inventory. Separate forms may be provided for emergency operating records and rights and interests records so that, if necessary, the records can be stored at separate locations. Inventories contain not only a description of the records but also information as to replacement of the files and other necessary data (see figure 2).

The inventories are normally prepared by appropriate program officials creating vital records, reviewed by records officers, and approved by defense coordinators, or others, prior to transfer of the records to security storage.

Security Designations

Where records are security-classified, they must be packaged, wrapped, and marked as

GENERAL SERVICES ADMINISTRATION INVENTORY OF EMERGENCY PREPAREDNESS RECORDS (EMERGENCY OPERATING RECORDS)					ORIGINATING OFFICE (Service or Staff Office)		
PREPARED BY (Name of Program Official)		DATE	REVIEWED BY (Signature of S/SO Records Officer)		DATE	APPROVED BY (Signature of SSO Defense Coord.)	
ITEM NO. (1)	ITEM IDENTIFICATION (Name, description, subject, form no., reports control symbol, etc.) (2)	SITE LOCATION (3)			NAME OR TITLE AND SYMBOL OF PERSON SENDING COPIES TO SITE (4)	FREQUENCY OF DISPATCH (5)	SITE MAINTENANCE AND DISPOSITION INSTRUCTIONS (6)
		MAIN	CO	RO			

(Instructions on reverse)

GSA FORM MAR 67 1656

TO		<input type="checkbox"/> DEPOSITORY <input type="checkbox"/> MAIN SITE <input type="checkbox"/> CO SITE <input type="checkbox"/> RO SITE			ITEM NO.
FROM (Agency)	SERVICE/STAFF OFFICE	<input type="checkbox"/> CO <input type="checkbox"/> RO		DATE	
FREQUENCY OF DISPATCH					
ITEM IDENTIFICATION					
ITEM MAINTENANCE AND DISPOSITION INSTRUCTIONS					

IDENTIFICATION LABEL - PREPOSITIONED RECORDS GSA FORM MAR 67 1656B

DETACH

INSTRUCTIONS FOR PREPARING GSA FORM 1656B

TO. Check site destination. All items on GSA Form 1656A are forwarded to the GSA Vital Records Depository. GSA emergency site locations are shown in column 3 of GSA Form 1656. If regional office site, include the number designation for that region.

ITEM NO. Same as entry in column 1, GSA Form 1656 or 1656A as appropriate.

AGENCY. Enter "GSA".

SERVICE/STAFF OFFICE. Enter office symbol or name of service or staff office and check Central Office or regional square as appropriate. If regional office, show number designation for the region.

DATE. Enter date material is packaged and forwarded.

FREQUENCY OF DISPATCH. Same as entry in column 5 of GSA Form 1656 or column 4 of GSA Form 1656A as appropriate.

ITEM IDENTIFICATION. Same as entry in column 2 of GSA Form 1656 or GSA Form 1656A as appropriate.

ITEM DISPOSITION INSTRUCTIONS. Same as entry in column 6 of GSA Form 1656 or column 5 of GSA Form 1656A as appropriate.

Figure 2. Samples of Inventory Forms and Label

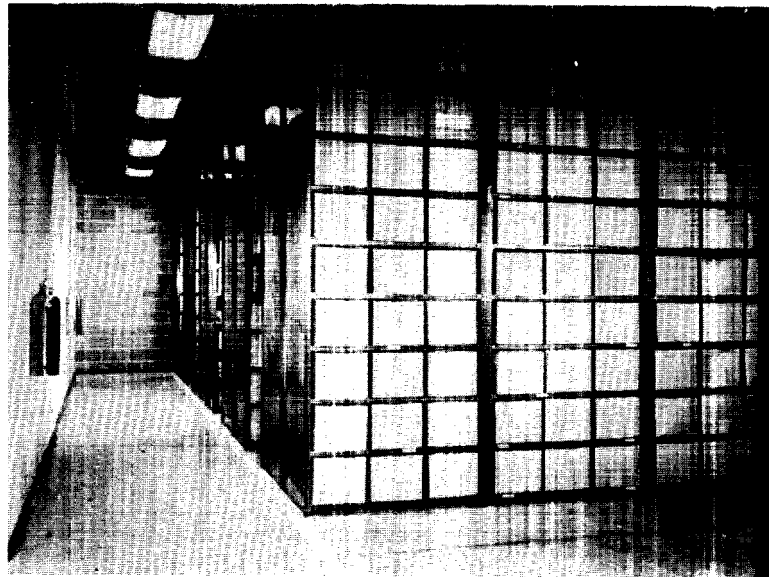
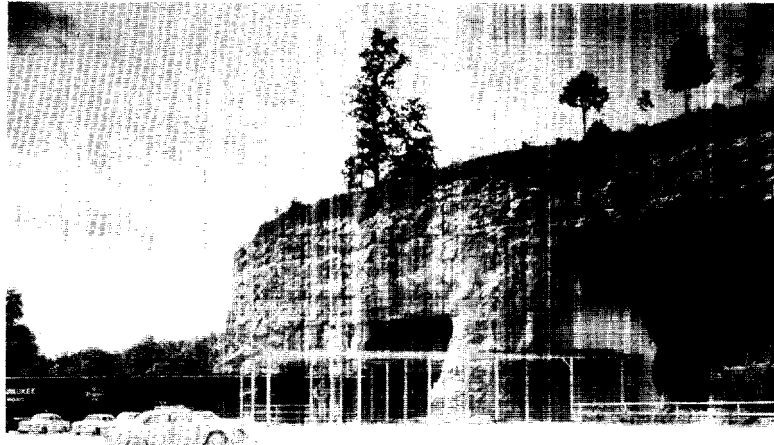


Figure 3. Underground Space Occupied by the Vital Records Depository, Exterior and Interior Views

2. Makes the records available for use as early as practicable after receipt, answering inquiries about them as authorized;
3. Adds, replaces, withdraws, destroys, or returns records, as appropriate, usually on an unopened container basis.

Departments or agencies using the Depository should:

1. On initial transfers, provide the name, address, and telephone number of officials having primary responsibility for the transferred records, and designate, in writing, officials authorized to order disposition and to inspect or otherwise have access to the records (providing specimen signatures);
2. For each shipment of records transferred, show the highest defense classification on the inner container of each packaged file item;
3. Provide any special instructions or assistance concerning arrangement, service, or maintenance of the records, if required;
4. Bear the costs of shipping records to and from the Depository.

To help facilitate handling transfers at the Depository, a completed inventory or descriptive list of the records (in duplicate) should accompany each shipment, or be mailed in advance. One copy will be signed and returned as a receipt for the shipment. For future reference to the records, it will show an accession number assigned by the Depository. Standard Form 135, Records Transmittal and Receipt, and Standard Form 135A (Continuation Sheet), if needed, may be used for this purpose, or the using agency's own vital records forms may be used (see figure 2 for examples). A memorandum or letter will also suffice. The particular forms used are not important so long as adequate information is furnished.

Standard size transfer cartons are available for shipping records to the Depository. Departments and agencies are encouraged to use these cartons because of their compatibility with the uniform-size shelving installed at the Depository. The cartons have inside dimensions of 10 by 12 by 15 inches and hold each one cubic foot of either letter or legal size records. Standard cartons may be obtained by requisition from the nearest Federal Supply Service depot (Federal Stock Number 8115-290-3379), or at no cost from the nearest General Services Administration Federal records center. Half-size cartons are also avail-

able at no cost from the Federal records centers. These measure approximately 5 by 10 by 15 inches inside.

Records will be handled at the Depository in accordance with instructions provided on the inventories furnished or on the individual packaged items (inner container labels). Replaced records will be burned at the Depository or returned as instructed.

The updating of records repositioned at the Depository is best accomplished by substituting unopened containers of current records for like containers of obsolete records. This technique should be used to the maximum extent practicable to help minimize, at the Depository, such time consuming and costly operations, for example, as changing, correcting, or interfiling individual documents. Uniform processing at designated agency vital records assembly or collection stations is essential to effective and economical use of this technique.

This means that the department and agency stations should package separately all records readily identifiable as a unit, label each package with an identification label similar to the one shown in figure 2 (or otherwise relate the packages to the inventories), place them in records transfer cartons (or otherwise repack-age them), and address them for shipment to the Depository, as follows:

For Shipments Via Postal Channels:

Federal Records Center Annex, GSA
Post Office Box 141
Neosho, Missouri 64850

For shipments Via Commercial

Motor or Rail Freight:

Federal Records Center Annex, GSA
Ozark Terminal
Neosho, Missouri 64850

Prior to initial use of the Depository, departments and agencies are asked to sign a "Records Transfer Agreement," covering essentially the conditions outlined above plus any special ones (subject to negotiation) which are mutually agreeable. Agency officials requiring any additional information about the Depository, or a copy of the specified agreement, should communicate with:

Regional Director, NARS
General Services Administration
1500 East Bannister Road
Kansas City, Missouri 64131

Representatives of departments or agencies in the Washington area who are interested in transferring vital records to this depository are invited to contact:

General Services Administration
National Archives and Records Service
Office of Federal Records Centers--NC
Washington, D.C. 20408

6. VITAL RECORDS PROTECTION STATUS REPORTING

The primary purpose of vital records status reporting is to provide current information for the Office of Emergency Planning to evaluate overall readiness of the Federal executive departments and agencies in safeguarding records needed for emergency operations. It is also instituted as a reminder to such departments and agencies that their programs should be reviewed periodically for possible improvement.

Instructions requiring submission of the vital records protection status reports are set forth in the Federal Property Management Regulations (41 CFR Part 101-11).

Status reports in two parts, covering both emergency operating records and rights and interests records (see figures 4, 5, and 6 for forms used), are submitted by departments and agencies to the General Services Administration, National Archives and Records Service, Office of Federal Records Centers—NC, Washington, D. C. 20408. The reports are reviewed and transmitted to the Office of Emergency Planning for overall evaluation and appropriate action.

Reports are required for each individual vital records program. Generally, this means that the smaller independent agencies will prepare a single consolidated report. Larger agencies and cabinet departments will prepare an individual report for each large component (e.g., bureau, service, administration, or office). Regional or field program reports shall be incorporated within the reports for bureau level or above before being transmitted to GSA.

The reports should reflect any outstanding recommendations and actions to be taken concerning vital records arising out of overall records management program evaluations conducted within the reporting department or agency by the National Archives and Records Service.

The reports should provide in the answers or in attachments appropriate comments as to conditions and planned improvements, essentially as follows:

Plans and Facilities

Has your agency developed plans for preserving and providing operational and safe locations for storing its vital records? If not, what corrective actions will be taken during this year?

Programs

Has your agency developed an on-going program to preserve and prelocate its vital records? If not, what stopgap plans are going to be used in an emergency and what corrective actions will be taken this year?

Readiness

If a nuclear attack were to occur, would your agency have the required vital (operating) records to carry on emergency operations at alternate facilities? If not, what corrective actions will be taken this year?

Recovery

Have the vital (rights and interests) records of your agency been prepositioned at safe and accessible locations from where they can be recalled as needed during recovery? If not, what corrective actions will be taken this year? Each report is to be complete in itself and supersedes the previous report. The reports should be security classified appropriate to the degree of classified information they contain.

The reports are to be submitted in duplicate annually, as of June 30, and are due in GSA within 10 workdays thereafter. Special advisory reports should be prepared and submitted whenever a significant change occurs in the status or location of the records protected.

Limited quantities of the illustrated reporting forms are available at no charge from GSA Region 3, Office of Administration, Administrative Services Division—3 BRD, Washington, D. C. 20407.

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE VITAL RECORDS PROTECTION STATUS REPORT (PART I - EMERGENCY OPERATING RECORDS)	1. PROGRAM STATUS AS OF <i>(Month, day, year)</i>
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INSTRUCTIONS

Please submit this report in duplicate to the address shown below. This report shall be prepared for bureau level or above and shall incorporate subordinate unit program reports before being submitted to GSA. Use plain bond paper to complete any report items.

TO: General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

2. DEPARTMENT OR AGENCY	3. BUREAU OR SERVICE
-------------------------	----------------------

4. REPORT COVERS
 a. TOTAL ORGANIZATION b. OTHER *(Specify)*

5. ADDRESS OF REPORTING OFFICE *(Number, street, city, State and code)*

6. **OVER-ALL PROGRAM STATUS**

OBJECTIVES	CHECK ONE	
	COMPLETE (1)	INCOMPLETE (2)
a. PLANS FOR PRESERVING EMERGENCY OPERATING RECORDS		
b. EMERGENCY ORGANIZATIONAL AND MANNING RECORDS (READINESS) PRELOCATED		
c. EMERGENCY SUBSTANTIVE AND PROCEDURAL RECORDS (OPERATING) PRELOCATED		
d. RECORDS NOT PRELOCATED MARKED FOR EMERGENCY MOVEMENT		
e. EQUIPMENT NEEDED FOR USE OF PRELOCATED RECORDS PROVIDED		

7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	COMPLETE NO.	INCOMPLETE NO.	8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT	PERCENT
---	--------------	----------------	---	---------

9. MAJOR LOCATION(S) OF PROTECTED RECORDS		(YES OR NO)			
UNITS OF ORIGIN	ADDRESSES	SPACE PROTECTED	IN, OR ACCESSIBLE TO, EMERGENCY OPERATING FACILITY	RECORDS IN USABLE FORM	RECORDS COMPLETE


10. PROGRAM REVIEWED
 a. ANNUALLY b. SEMIANNUALLY c. OTHER *(Specify)*

11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.	12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.
--	---

Figure 4. Status Report Form for Emergency Operating Records

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE VITAL RECORDS PROTECTION STATUS REPORT (PART II - RIGHTS AND INTERESTS RECORDS)	1. PROGRAM STATUS AS OF (Month, day, year)
INSTRUCTIONS Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same reporting element for which GSA Form 2034, dealing with emergency operating records, was completed.	
TO: General Services Administration National Archives and Records Service Office of Federal Records Centers Washington, D.C. 20408	
2. DEPARTMENT OR AGENCY	3. BUREAU OR SERVICE
4. REPORT COVERS <input type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. OTHER (Specify)	
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code)	
6. OVER-ALL PROGRAM STATUS	
OBJECTIVES	CHECK ONE COMPLETE (1) INCOMPLETE (2)
a. PLANS FOR PRESERVING RIGHTS AND INTERESTS RECORDS	
b. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY EMPLOYEES PRESERVED	
c. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF PUBLIC (CITIZENRY) PRESERVED	
d. APPROPRIATE RIGHTS AND INTERESTS RECORDS OF DEPARTMENT OR AGENCY PRESERVED	
7. STATUS OF RECORDS OF MAJOR PARTICIPATING UNITS	PERCENT
COMPLETE NO.	INCOMPLETE NO.
8. PERCENT OF OVER-ALL PROGRAM COMPLETED AND MAINTAINED CURRENT	
9. MAJOR LOCATION(S) OF RECORDS DEPOSITORIES	
UNIT OF ORIGIN	ADDRESSES
	SPACE PROTECTED RECORDS COMPLETE
10. PROGRAM REVIEWED <input type="checkbox"/> a. ANNUALLY <input type="checkbox"/> b. SEMIANNUALLY <input type="checkbox"/> c. OTHER (Specify)	
11. GIVE REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.	12. LIST DEFINITIVE CORRECTIVE ACTIONS TO BE TAKEN THIS FISCAL YEAR AND INTERIM STOP-GAP MEASURES FOR EACH ITEM INCOMPLETE UNDER ITEMS 6 AND 8.

Figure 5. Status Report Form for Rights and Interests Records

13. DESCRIPTION OF RECORDS AT LOCATION(S)	
LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS a.	RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>) b.
	
14. REPORTED BY (<i>Official responsible for Vital Records Program</i>)	
SIGNATURE	NAME AND TITLE (<i>Please print</i>)
ORGANIZATIONAL UNIT	TELEPHONE NO. (<i>Or code</i>) AND EXT.
GSA DC 68-13015	GSA FORM APR 68 2034 BACK


13. DESCRIPTION OF RECORDS AT LOCATION(S)	
LIST OF RECORDS BY GENERAL HEADINGS OR GROUPINGS a.	RECORDING MEDIUM (<i>Paper, microfilm, punch-cards, etc.</i>) b.
	
14. REPORTED BY (<i>Official responsible for Vital Records Program</i>)	
SIGNATURE	NAME AND TITLE (<i>Please print</i>)
ORGANIZATIONAL UNIT	TELEPHONE NO. (<i>Or code</i>) AND EXT.
GSA DC 68-13016	GSA FORM APR 68 2035 BACK

Figure 6. Reverse of GSA Forms 2034 and 2035

7. ENSURING ADEQUACY OF THE PROGRAM

What appears on paper to be the best possible program for the protection of vital records will represent virtually a complete waste of time and effort if it is not kept up-to-date.

To ensure that the program is adequate, it must be simple and economical, and it should be reviewed at least annually. Vital records inventories should be reviewed for adequacy in terms of any new or revised program responsibilities.

As has already been indicated, in determining what are vital records there are two conflicting tendencies to be reconciled:

1. The tendency of most people to over-emphasize the value of the tasks they are performing and consequently to earmark too many records as vital records, and
2. The tendency of people to forget that when someone else must perform their vital functions, that other person will not have the benefit of all the information in their own minds.

The records must be complete enough to enable a person relatively new to the job to carry it out, and they must be few enough to make a continuing program practical.

Federal agencies have found that, as in the case of private companies, the percentage of all their records that deserve designation as vital records will vary with the functions they are to perform, but that in any event the percentage will be relatively small. On an average not more than 1 or 2 percent at most of the total holdings are vital records. Accordingly, optimum protection should be provided.

Care should be taken to avoid developing overly elaborate programs to safeguard too many records so that they can be continued indefinitely without running into budget or procedural difficulties.

The vital records reporting system provides full information on the status of the program, the persons responsible for specific activities, and the nature and whereabouts of the key records. The information, which should be kept where it is available as well as safe, will be needed not only at the agency relocation site, but also where it can be used by the relocation officers and others responsible for planning, directing, and reviewing emergency activities.

Among the data needed are the specific locations of the vital records. In an emergency it would not be sufficient to know only the name

of the city where the records are held. If only this were known by the official needing the records the emergency might well be over before the records were found.

Similarly, if records are kept at several locations, the person needing them wants to know which files are at which location so that he can get what he wants with a minimum of delay.

In addition, names and addresses should be kept of several people who know about the program, preferably people at different locations. This is done on the theory that the same disaster that made necessary recourse to the records might also eliminate the officials at any single location who know about the program.

Unless this information is reviewed regularly and kept current it may be of no value in time of emergency.

Valuable information for improving the program can be obtained by testing it under simulated emergency conditions. Such tests are also useful to instill in the participants a sense of the meaning and importance of preparedness. These should be designed to disclose, among other things, that:

1. Records essential to carrying out assigned responsibilities are protected;
2. Records are current and can be located quickly and easily;
3. Records are sufficiently complete to permit persons other than regularly assigned employees to perform required tasks;
4. Methods and procedures relating to records transfers to security site(s), and their updating, are sufficient to ensure smooth operation;
5. Lines of program supervision and organization are clearly shown in the records and understood by those assigned emergency responsibilities.

Naturally such tests are not conclusive, but nonetheless they are among the best available means of ensuring program adequacy.

In conducting surveys of overall agency records management programs and practices, under authority of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, the General Services Administration (National Archives and Records Service) includes a review of agency programs for the protection of vital records.

CHECKLIST

The questions are so worded that check marks in the NO column indicate the need for corrective action.

	YES	NO
1. Do you know the emergency mission of your organization?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all records vital to your emergency mission stored at your relocation site or otherwise appropriately safeguarded?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are appropriate officials of your agency apprised of services available at GSA's Vital Records Depository?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are records at the relocation site kept current?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are they adequately arranged and listed or indexed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are obsolete materials systematically removed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are statements of emergency mission, delegations of authority, and predrafted emergency issuances available at relocation site?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are adequate records of personnel there?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are voluminous records vital to eventual safeguarding of rights and interests maintained separate from emergency operating records either within the relocation site or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are records necessary to facilitate establishment of new programs at relocation site?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the availability of any special equipment needed to use the records in the area been checked?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have field office plans been coordinated with central office plans?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you able adequately to monitor the program by available reports and inventories?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are program status reports prepared and submitted annually?	<input type="checkbox"/>	<input type="checkbox"/>
15. Were the records at the relocation site adequate during the past test?	<input type="checkbox"/>	<input type="checkbox"/>
16. Is your program so simple and inexpensive that you anticipate no difficulties in keeping it up to date?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are adequate security measures in effect for the program?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is your office's program in full operation and now capable of meeting emergency requirements?	<input type="checkbox"/>	<input type="checkbox"/>

Appendix A—Vital Records (Checklist)

STAT [redacted]

On Tuesday 30 December 1969, [redacted] and I discussed the Emergency Planning Study he and [redacted] are responsible to complete. He feels they will be given a dead line of 15 February. They expect to receive a memo from [redacted] soon concerning the details and requirements developed by the DDS in a recent meeting. [redacted] also is developing a file which he will submit. [redacted] will outline the overall study based on [redacted] request. 278

[redacted] intends to include the Vital Records Program as a part of this Study on Agency Planning to meet Emergency Conditions. [redacted] asked me to have you and [redacted] work on a review and report of the Vital Records Program. He asked that we develop a grid sheet of data concerning Vital Records Schedules, Deposits, References, and so forth which Mary can complete from a review of the Master Schedules and of the Records Center control cards.

[redacted] explained that he is especially interested to obtain information about:

- a. What Agency records are now stored as Vital Records?
- b. Who or What Components are active with Vital Records?
- c. Who or What Components are neglectful of Vital Records?
- d. What records - related machines are available for Vital Records and not available?
- e. What records - handling space, facilities, and procedures exist? Are they practical?
- f. Who are the 1,200 people selected for the Emergency Force? What are their equipment needs? (Computers, Film Viewer-Printers, Xerox, Cabinets, Desks, etc.)
- g. What are the depositing, up-dating, interfilming and purging procedures for Vital Records? What are the manpower needs?

STAT [redacted] has again reviewed your study of the Vital Records Program dated 2 April 1968 which he received from [redacted] STAT
STAT [redacted] said this was a very good and helpful analysis. He intends to use much of the material from it. He asked that you re-examine it and bring it up to date and add some supporting documentation with examples to support your statements of deficiencies noted and actions recommended. (i.e. inadequacy of records stored, no mission for some Offices, no Records Officers or Emergency Officers and no relationship or interaction between the two functions in some offices.)

STAT [redacted] is anxious to have some specifics about the volume of Vital Records being deposited. Also how active these are and what reference they receive and by whom. He would like to know those that are in good shape and those that are bad.

The problem of documents serving double duty must be more specifically analyzed. Rather than broad all inclusive statements, the pros and cons of various actions concerning specific, individual Component Vital Records collections must be reviewed. Specific component scheduling, depositing, and operating procedures should be considered. What collection is where? How many are now serving double duty? What are they? What volume? What is the growth rate? Are the Vital Records used? Are the collections purged? What is the Age? Do they qualify as Vital Records? Perhaps a less demanding Program to meet a limited emergency rather than nuclear war will require less space, fewer collections, and the double duty documents can be moved out of the Vital Records Collection. Are there any Vital Records that can serve double duty? Which collections must be duplicated? What corrective action is necessary for what collection? The space problem continues to be a critical factor in the Records Center but we are assured of some help. This too should be reflected in the analysis of the Vital Records storage and procedures.

STAT [redacted] appreciates your concern over changes in schedules and procedures without coordination and asked for some examples and your suggestion as to a system to forestall such actions.

STAT [redacted] would like your expanded and up dated study to include more information on the gaps and inadequacies you mention in the April 1968 study and your views of the volume of the documents being stored. Do we have enough for reconstitution? Of what value are the magnetic tapes and microfilm now being stored with the Vital Records? What do you propose be done about tapes on film? What should we do to the Vital Records collection to make it useful for less than total disaster? What do the Records Management Officers

respond to questions such as: What would happen if your file room burned up tomorrow? or Could your Component survive with your WTC collection?

Finally, [redacted] will need more help and details concerning your recommendations for an underground vault, liaison, training, and separated operations. We can get together and discuss this and meet with [redacted] before you get too far along in presenting your new material.



CIA Records Administration Officer

Approved For Release 2006/05/24 : CIA-RDP77-00039R000100450004-6

10 MAR 1969

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
 UNCLASSIFIED CONFIDENTIAL X SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, SSS		HT
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

[Redacted] has again asked me if you have seen his Vital Records Survey. I know Frank had it but I do not recall getting your reaction or whether it went on to Mr. Coffey.

Gerry insists it is especially appropriate today in light of your new proposals on Vital Records. He also feels President Nixon favors the Program and will re-vitalize it.

Attached is a copy from our file but you have the original.

[Redacted]	OLD HERE TO RETURN TO SENDER	
	NAME, ADDRESS AND PHONE NO.	DATE
	Chief, Records Admin. Branch	18 Mar 69

Approved For Release 2006/05/24 : CIA-RDP77-00039R000100450004-6

ILLEGIB

Approved For Release 2006/05/24 : CIA-RDP72-00039R000100450004-6

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